

Outline of Minimum Requirements for Curriculum

Module	Staff Must Demonstrate Knowledge/Understanding of the MINIMUM COMPETENCIES listed below.	Pre-service	Before Performing Skill	Within 45 Days	Skills Recheck	ID/RD, Community Supports and HASCI Waivers Caregiver – (Prior to providing service)
Mission, Vision, Values	<ul style="list-style-type: none"> Demonstrate understanding of the mission, vision and values of the employing organization. Explain role in the agency’s mission. 			X		
Confidentiality, HIPAA	<ul style="list-style-type: none"> Privacy and security of information and records of people served by DDSN is protected by SC state laws and Federal laws. Confidential records may not be accessed without a written release of information form signed by the individual or their legally authorized representative, unless required by law. Verbal release of information should not be done, except under emergency situations. The individual (and their parents, if they are a minor) has the right to access their records. Explain how to maintain confidentiality in conversations and on phone. Intent and purpose of HIPAA. Necessity to be compliant with HIPAA requirements. Penalties for failure to comply with HIPPA regulations. 	X			Annual	X
False Claims Recovery	<ul style="list-style-type: none"> Understand False Claims Act and penalties for violation. Understand how to report Medicaid fraud. 	X				
First Aid	<ul style="list-style-type: none"> Obtain first aid certification. 	X			Red Cross or comparable	X
CPR	<ul style="list-style-type: none"> Obtain certification in CPR. 	X			Red Cross or comparable	
Prevention of Abuse, Neglect and Exploitation	<ul style="list-style-type: none"> Definition of abuse. Types of abuse. How and to whom to report suspected abuse. Responsibilities as a mandated reporter. Penalties for perpetrating abuse. Penalties for failure to report abuse. Demonstrate knowledge of ways to prevent abuse (e.g., walk away, go to supervisor, etc.). 	X			Annual	X

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Critical Incidents	<ul style="list-style-type: none"> • Definition of a critical incident. • How to report critical incidents. • Actions to take in the event of a critical incident. 	X				
Consumer Supervision	<ul style="list-style-type: none"> • Supervision needs of each individual must be assessed and a plan established to meet the needs. • Supervision needs of an individual must be balanced with their rights and personal choice. • Supervision plans must be developed to address supervision needs through the day and evening, including meals and baths. • Staffs responsibility to provide appropriate supervision to people based on their individual plan. 	X			Annual	X
Signs and Symptoms of Illness and Seizures	<ul style="list-style-type: none"> • Recognize signs/symptoms that individual may be ill (e.g., dehydration, constipation, etc.). • Take appropriate action according to agency medical protocol. • Recognize seizure activity. • Take actions/interventions necessary according to seizure protocol. • Understand and recognize possible side effects of medications of individuals supported. • Know where to locate relevant health care information for individuals supported. 	X				X (May be waived if responsible party considers caregiver competent)
Recognizing and Responding to Suicidal Behavior	<ul style="list-style-type: none"> • Recognize suicidal behavior. • Respond appropriately to suicidal behavior. 	X				
OSHA Guidelines, Work Place Safety	<ul style="list-style-type: none"> • Understand purpose of OSHA regulations. • Work place health and safety. • Blood born pathogens. • Universal precautions. • Handle chemicals in the work place appropriately. • Operate machinery/tools in workplace safely. 	X			Annual	

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Fire Safety/Disaster Preparedness	<ul style="list-style-type: none"> Identify emergency. Locate and follow Evacuation plan. Locate emergency notification information including who is to be informed of an emergency and in proper order. Familiar with potential local disasters. Learn location of disaster preparedness plan. How to implement. Conduct fire and other emergency drills according to agency policy. 	X			Annual	X (may be waived if responsible party considers caregiver competent)
Consumer Funds	<ul style="list-style-type: none"> Familiar with policies regarding the handling of consumer funds. Assist and support consumers in financial matters according to policy. 	X			Annual	
Medication Technician Certification	See DDSN Directive 603-13-DD: Medication Technician Certification for details.		x		Annual	
Physical Management (turning, positioning, body mechanics, etc.)	<ul style="list-style-type: none"> Lift, turn, position an individual using recognized safe body mechanics. Follow generalized or individualized protocol. Use assistive lifting devices (such as back belts, etc.). Position individuals safely in chairs and wheel chairs based on their individual support plans. 	X (Regional Centers/Community ICFs/IID), other environments where population served would require such skills				
Active Treatment and ICF/IID Regulations	<ul style="list-style-type: none"> Familiar with and knows how to apply ICF/IID regulations. Understands concept and requirement for Active Treatment. 	X (Regional Centers/Community ICFs/IID Only)				
Lifting, Transfers & Passenger Assistance	<ul style="list-style-type: none"> Use vehicle lifts appropriately. Secure individuals who use wheelchairs in van safely. Know consumer's individual needs while riding in van (e.g., behavior management, safety). 		X			

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	<ul style="list-style-type: none"> Know what equipment is stored in van and how to use sites. 					
Personal Care	<ul style="list-style-type: none"> Assist individuals in completing personal care (e.g., hygiene and grooming) activities. Explain importance of privacy and respect when completing personal care activities. 		X			
Defensive Driving (National Safety Council)	<ul style="list-style-type: none"> Pass defensive driving course. 		X		Curriculum Specific	
Approved Crisis Management Curriculum (See 567-04-DD: Preventing and Responding to Disruptive Behavior and Crisis Situations and attachment for approved curriculum)	<ul style="list-style-type: none"> Successfully complete training in an approved crisis management curriculum. 		X		Curriculum Specific	
Person Centered Planning and Personal Outcome Measures	<ul style="list-style-type: none"> Understand person centered planning. Understand importance of community inclusion. Understands self-determination. Understand importance of providing individuals with choices in day-to-day life. Familiar with Personal Outcome Measures and importance of assisting individuals in recognizing their interests, personal preferences and goals. 			X		
Rights, Due Process	<ul style="list-style-type: none"> Understand all individuals have rights. Know basic human rights. Understand function of Human Rights Committee and requirement for due process. Assist individuals in exercising rights in day-to-day interactions and choices. Assist individuals in advocating for themselves. 			X	Annual	

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Understanding Disability	<ul style="list-style-type: none"> Develop basic understanding of disability. 			X		X (May be waived if the responsible party considers caregiver competent)
Personal Property Inventory	<ul style="list-style-type: none"> Assist individuals in maintaining and keeping up with personal property. Understand requirement to inventory personal property. Completes inventory according to agency policy. Documents inventory appropriately. 		X			
Planning Process	<ul style="list-style-type: none"> Understand individual service planning process. Understand assessment process and how goals and objectives are developed. Implement individualized plan based on the person's preferences, needs, and interests using various instructional strategies and teaching techniques. Record necessary documentation accurately and consistently. 			X		
Skills training	<ul style="list-style-type: none"> Define role in skills training with individuals. Define functional skills. Define age appropriate skills. Identify natural and appropriate times to teach a skill. Define and identify a variety of instructional prompts. Describe how to document training. Describe ways to encourage participation in training. 			X		
Supervisor's On-the-Job Training Checklist	<ul style="list-style-type: none"> Specific to job and population served 			X		
Personal Property Inventory	<ul style="list-style-type: none"> Understand the requirements for inventorying personal property. Understand the importance of keeping an inventory of personal property. 		X	.	Annual	

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	<ul style="list-style-type: none"> <li data-bbox="405 363 884 386">• Demonstrability to inventory and document. 					

Pre-service – before working directly with people who receive services

Curriculum specific – time requirement specified by the curriculum you are using

SAMPLE